

ICON Integrated Catholic Online Network



ICON Professional Learning Module

ePOTENTIAL MODULE

Workshop: Introduction to ePotential



MODULE: ePOTENTIAL

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Purpose:	This workshop is for ICON school leaders to give an overview and context of the ePotential ICT Capabilities Resource to staff. This will include staff completing a survey which will create a profile of the school's capacity to use ICT.
Intended outcomes:	<ul style="list-style-type: none"> • Understand the scope of the ePotential ICT Capabilities Resource • Enable school facilitators to introduce the survey to staff so it can be completed in the time permitted • Teachers become aware of the resources in ePotential for their ongoing professional learning • Provide leaders with a profile of the school's use of ICT which will inform professional learning pathways for school improvement
Intended audience:	All staff in schools
Connections to prior knowledge and experience:	<p>Connections will be influenced by the school's curriculum directions, its previous access to ICT resources and the capacity of its staff to teach effectively using ICT.</p> <p>ePotential can assist staff to set goals for professional growth and align goals to other school initiatives.</p>
Pre-organisation required:	<ul style="list-style-type: none"> • Computer, IWB or projector for facilitator • List of individual staff C Numbers readily available • Advise teachers to bring laptops fully charged • IT technical support during the survey • Have IT staff and selected ICON School Leaders complete the survey prior to the staff meeting to be aware of the possible issues faced by staff completing the survey. (e.g. terminology, survey procedure) • Ensure that internet access will not be interrupted by scheduled IT updates after school on that day • Allocate staff to appropriate survey • Delegation of principal's responsibility to relevant staff for access to ePotential aggregated data • Ensure list of staff in ePotential is accurate and up to date before the survey is attempted. This is the responsibility of the principal or principal delegate <p>Consider:</p> <ul style="list-style-type: none"> • Sharing the workshop facilitation with another staff leader • Prior to taking the survey provide staff with a copy of the ePotential Continuum and the survey questions for reading • Showing ePotential navigation video at the end of the presentation (located on CEVN/ICON school support page) • Taking the survey again after a period of extensive professional learning or at leadership discretion • Approximately 40 minutes is required for completion of the full survey. However, there is value in completing one area at a time and pausing to discuss the implications in small or whole staff groups
Suggested Timing:	20 minutes to introduce ePotential + 40 minutes for survey = 60 minutes

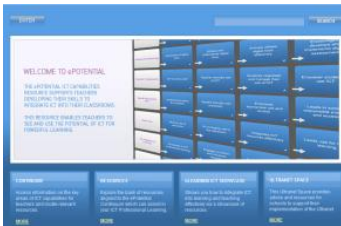
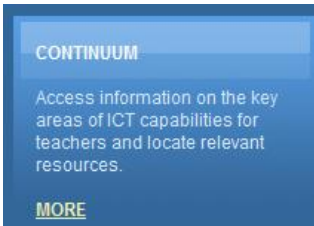
Process

Part 1

Aim:

- Overview of the ePotential ICT Capabilities Resource
- Navigation of the resource




Timing: 10 minutes

STRATEGIES/ACTIVITIES	ROLE OF FACILITATOR	RESOURCES
<p>Introduce purpose of the meeting and intended outcomes:</p> <p>Step through presentation:</p> <ul style="list-style-type: none"> • What is ePotential? • Context – contemporary learning and ICON • Survey, resources and planning • Confidentiality • ePotential Continuum <p>Discussion time: Given your vision for learning and teaching, how do you see this resource supporting you?</p>	<p>Overview of the resource</p> <p>Make connections between participants' current knowledge and understandings of pedagogy based on research.</p> <p>Allow for discussion time in small groups</p>	<p>See PowerPoint presentation entitled <i>"Introduction to ePotential"</i></p> <p>Leave PowerPoint presentation</p>
<p>This section explains the home page.</p> <p>Leave PowerPoint presentation and go to ePotential website live.</p> <p>ePotential is an Education Resource provided through Catholic Network Australia (CNA)</p> <ul style="list-style-type: none"> • ePotential is accessible via CNA so staff log in with their C Number • Participants choose "VIC – Catholic Schools" from the drop down list that appears • Explain all ePotential front page elements • After completing the survey, the teacher's progress will be placed on a continuum • Click on continuum on bottom left of ePotential front page: explain the four stages of the continuum (horizontal) and the seven areas (vertical) it covers 	<p>Navigate to the resource via CEVN/CNA and click 'ENTER'</p> <p>Verbalise path</p>  <p>Explain Continuum link Verbalise path</p> 	<p>ePotential site via CEVN/CNA</p>

Part 1 continued**Aim:**

- Overview of the ePotential ICT Capabilities Resource
- Navigation of the resource

Timing: 10 minutes

STRATEGIES/ACTIVITIES	ROLE OF FACILITATOR	RESOURCES
<p>Click Resources link</p> <ul style="list-style-type: none"> • View search engine page to find resources. • Click on key area to show the different areas • Over 500 resources available to support teachers <ul style="list-style-type: none"> • View Showcases section - collection of innovative practices highlighting ten initiatives from the Victorian DEECD sector <p>Ultraset Space link does not work This link goes to an Ultraset space for Victorian DEECD school teachers.</p> <p>Quick tour of “Enter” page</p> <p>Navigate all staff to the survey link</p> <p>Highlight the Planning Tool, Journal link, Useful links and Survey link</p> <p>Take staff to the survey link</p>	<p>Enlarge screen to 125% to ensure audience can follow more easily</p> <p>Explain Resources link (Second from left on bottom front page) Demonstrate</p>  <p>Explain eLearning Showcase link (Third from left on bottom front page) Demonstrate</p>  <p>Select one to briefly show audience</p> <p>Explain that some links are currently only available to Victorian Government school teachers.</p> <p>Explain:</p> <p>This is a copy of the DEECD ePotential ICT Capabilities Resource. Some links within this resource are either non-applicable or unavailable to CNA users.</p> <p>Demonstrate</p>  <ul style="list-style-type: none"> - CEVN - CNA Portal - Vic Catholic Schools - Education Resources - ePotential – Enter - Take Survey Now 	<p>ePotential site via CEVN/CNA</p>

Part 2**Aim:**

- Staff complete the survey
- To raise awareness of the types of resources provided within ePotential

Timing: 40 minutes (or more if discussion is included)

STRATEGIES/ACTIVITIES	ROLE OF FACILITATOR	RESOURCES
<p>Allow 5 minutes to explore resources and links.</p> <p>Undertake ePotential Survey online</p> <p>(Consider completing the survey one key area at a time. Break for discussion in small groups to discuss or clarify the implications for each question in your situation).</p>	<p>Point out the role of the Reflections Journal which is designed to help staff make notes about resources they find interesting.</p> <p>Ensure that all staff can access the ePotential survey and able to complete it or part thereof, during the session.</p> <p>Ensure IT help are available to assist.</p>	<p>ePotential site via CEVN/CNA</p> <p>Glossary of Terms – which are also hyperlinked within the survey.</p>

Glossary of terms

ePotential	This is a resource that consists of a survey to place school staff on a continuum of improvement in the development of ICT skills and concepts. The ePotential resource also includes a bank of resources aligned to the ePotential Continuum which can assist in ICT Professional Learning.
ePotential Continuum	The ePotential Continuum places staff at four different stages of learning, teaching and communicating with ICT across seven key areas. The four stages are Foundation, Emergent, Innovative and Transformative. The seven key areas are Learning and Teaching, Assessment and Reporting, Classroom Organisation, ICT Ethics, Resources, ICT Professional Learning and ICT Leadership. When viewed online, the Continuum is a Flash based resource that hyperlinks to resources for each stage. These include Professional Development Programs, Teacher and Student Work Samples, Rubrics and Digital Stories and Case Studies. The Continuum may also be printed in two versions – one with a basic description of each stage and the other with a more detailed description of each stage.
Reflections Journal	This allows staff to take notes on the pages and areas in ePotential that are visited. These notes are accessible only to the staff member who writes them and are saved for easy reference at a later stage.
FUSE	FUSE is a Department of Education and Early Childhood Development digital repository and sharing space.
Connect	This is the primary and secondary repository for students of searchable content that has been approved for use in Victorian schools.

The following help guides can be found on CNA via CEVN

- ePotential User Guides: Delegating Principal Permission in ePotential
- ePotential User Guides : Survey Questions